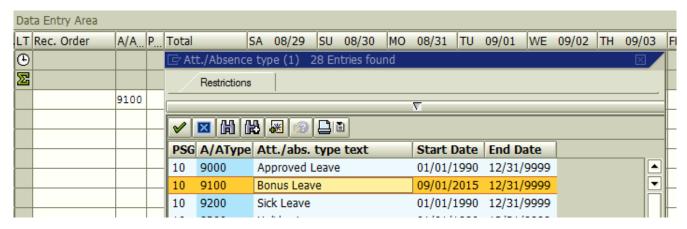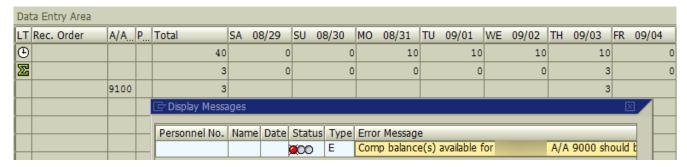## Bonus Leave – A/A Type 9100

A new absence type, **Bonus Leave (9100)**, is available with an effective 9/1/2015 date stamp for use in the OSC HR/Payroll system. The 10/1/2014 Vacation Leave policy revision allows Bonus Leave to be used prior to Vacation Leave and outside of the existing Approved Leave Hierarchy (9000). Bonus Leave has been removed from the Approved Leave Hierarchy effective 9/1/2015 and is now a stand-alone absence coded with 9100. Bonus leave is still reportable as quota 50.
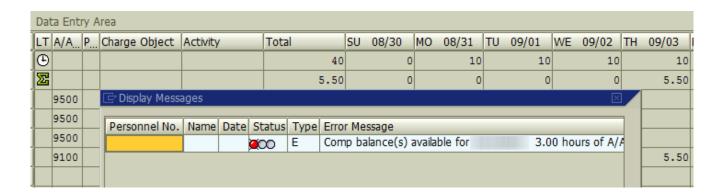

Because policy states Comp Leave must be consumed prior to Bonus Leave, a new validation in CAT2 will prevent a Time Admin from keying Bonus Leave (A/A 9100) in the timesheet if there is an available balance in any of the Comp Leave quotas for the requesting employee. The validation will consider current balances and also take into account any Approved Leave keyed prior to the A/A 9100 entry on the timesheet.

Examples

If an employee has Comp Balances to cover the amount of Bonus Leave keyed, the following error will generate and the entry should be changed to Approved Leave (A/A 9000).
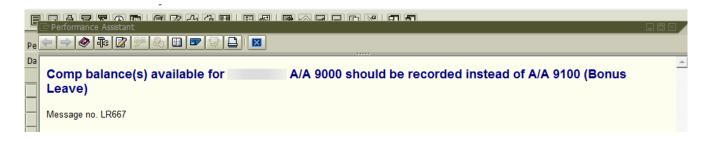

If an employee has Comp Balances to cover a portion of the Bonus Leave keyed, the following error will generate and the employee should record Approved Leave (A/A 9000) for the amount of Comp Leave remaining, and record the remainder of the absence as Bonus Leave.

LT	A/A..	P..	Charge Object	Activity	Total	SU 08/30	MO 08/31	TU 09/01	WE 09/02	TH 09/03	
🕐					40	0	10	10	10	10	
Σ					5.50	0	0	0	0	5.50	
	9500										
	9500										
	9500										
	9100									5.50	

Display Messages

Personnel No.	Name	Date	Status	Type	Error Message
			🔴⚪⚪	E	Comp balance(s) available for ▮▮▮ 3.00 hours of A/A

Keep in mind that the **entire** error message text **will not** display for the two errors in the initial pop-up window. Only a portion of the message will display. By double clicking on the message itself, the full text will be displayed in a separate pop-up window as shown below.

Performance Assistant

Comp balance(s) available for ▮▮▮ A/A 9000 should be recorded instead of A/A 9100 (Bonus Leave)

Message no. LR667

Please note that employees keying time in ESS will be presented the same errors and warnings.